



# DE PERE COMMUNITY CENTER

*Established in 1999*

## ***RENTAL FEE SCHEDULE***

	Pine & Spruce Rooms (includes kitchen)	Maple, Oak & Hickory Rooms
City of De Pere Resident (Any individual who resides within the corporate limits of the City of De Pere)	\$160/4 hrs./\$240 full day	\$75/4 hrs./\$105 full day
Non-Resident (Any individual who resides outside the City limits yet are in a De Pere School District)	\$190/4 hrs./\$290 full day	\$100/4 hrs./\$130/full day
Additional Per Hour Charges (after minimum of 4 hours)	\$40.00	\$25.00
Add'l Time from		
10:30 pm – midnight/Full Day Rental	\$40.00	\$40.00
10:30 pm – 1:00 am/ Full Day Rental	\$60.00	\$60.00
Non-Profit Organizations (Organization must be comprised of 50% City residents)	No fee Monday – Thursday (Only allowed to reserve rooms (2) months in advance and only once per month.)	
City of De Pere School Youth Groups	No fee Monday – Thursday (Only allowed to reserve rooms (2) months in advance and only once per month.)	
Cabinets (located on the upper level)	\$12.00/month	
<b>SECURITY DEPOSIT:</b> The security deposit will match the rental except for non-profit and youth organizations where a flat \$125.00 will be charged.		
<b>CANCELLATION:</b> If a cancellation is made at least two (2) weeks prior to the scheduled event a full refund will be issued, less a \$32 processing fee; no refunds given within two (2) weeks. All fees are non-transferable. Dates are transferable at any time for a \$11 charge.		

The following audio-visual equipment is available for use by renters accompanied by a non-refundable rental fee per unit per day:

LCD Projectors	\$34.00
Conference Phone	\$15.00
Cordless Microphone ( <i>lavalier</i> & <i>hand held</i> )	\$15.00
50" TV's with VCR/DVD player	\$15.00

The facility is equipped with WiFi access, however, streaming music, videos and/or movies is not allowed. Podiums, microphones, easels, dry erase boards, projector screens, extension cords, power strips and coffeemakers are available for no extra charge.

***Please reference the backside of the Rental Contract for additional Rental Policies & Regulations.***

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[www.de-pere.org](http://www.de-pere.org)

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